

CODE OF ETHICS AND CONDUCT

1. All NJCSCR Members and employees are covered by this Code of Ethics and the provisions of N.J.S.A. 52:13D-12 et seq. and N.J.A.C. 19:61-1.1 et seq.
2. No NJCSCR Member or employee should have any interest, financial or otherwise, direct or indirect, or engage in any business, transaction or professional activity, which is in substantial conflict with the proper discharge of his/her duties in the public interest.
3. No NJCSCR Member or employee should undertake any employment or service, whether compensated or not, which might reasonably be expected to impair his/her objectivity, and independence of judgment in the exercise of his/her official duties.
4. No NJCSCR Member or employee should knowingly act in any way that might reasonably be expected to create an impression, or suspicion among the public, having knowledge of the acts that he/she may be engaged in, conduct violative of his/her trust as a special State Officer or employee.
5. No NJCSCR Member or employee should disclose confidential information acquired by him or her in the course of his or her duties as a NJCSCR Member or employee, or by reason of his or her position as a NJCSCR Member or employee, nor use such information to further his or her personal interests.
6. Employees of the NJCSCR shall annually disclose outside employment and/or business interest. Employment or business interest not related to the position of employment may be exempted. All disclosures shall be forwarded to the State of New Jersey Executive Commission on Ethical Standards for their review and files.
7. The New Jersey Department of Health and Senior Services Ethics Liaison Officer is the NJCSCR's official Ethics Liaison Officer to the State of New Jersey's Executive Commission on Ethical Standards.
8. A NJCSCR Member cannot write a letter of support for a grant application.
9. A NJCSCR Member cannot sign a grant application on behalf of his/her institution when the institution is applying to the NJCSCR for funding.
10. NJCSCR Members are not permitted to be primary investigators, co-investigators, or collaborators on grant applications submitted to the NJCSCR.
11. Individuals or groups associated with NJCSCR Member's laboratory are not prohibited from submitting a grant application to the NJCSCR. However, the NJCSCR Member must have no substantive involvement in such applications, based on the application of N.J.S.A. 52:13D-23 (e)(1), (4) and (7).

12. A NJCSCR Member may not use information contained in the Registry for any purpose other than that of generating the central registry.
13. A NJCSCR Member may not attend a peer review panel meeting, or interact with the independent peer reviewers in relation to the grant applications, and the review process.
14. A NJCSCR Member whose institution applies for a grant is barred from any official involvement with that grant application.
15. No NJCSCR Member or employee should attempt to use his/her official capacity to secure unwarranted privileges, or advantages for self or others.
16. No NJCSCR Member or employee should engage in any particular business, profession, trade or occupation which is subject to licensing or regulation by a specific agency of State Government without promptly filing notice of such activity with the Executive Commission on Ethical Standards, if he/she is an officer or employee in the Executive Branch, or with the Joint Legislative Committee on Ethical Standards, if he/she is an officer or employee in the Legislative Branch.
17. No NJCSCR Member or employee should act in his/her official capacity in any manner wherein he has a direct or indirect personal financial interest that might reasonably be expected to impair his/her objectivity or independence of judgment.
18. No NJCSCR Member or employee should accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing him/her in the discharge of his/her official duties.
19. Each employee or special state officer will be required to complete a NJCSCR Conflict of Interest-Outside Activity Questionnaire upon commencing employment and must disclose any outside employment and affiliations.
20. Anytime the employee or special state officer accepts or anticipates accepting, secondary employment; he/she will be required to complete a NJCSCR Conflict of Interest-Outside Activity Questionnaire.
21. The employee or special state officer must update the NJCSCR Conflict of Interest-Outside Activity Questionnaire annually.
22. The ethics liaison officer will review the information contained on the questionnaire and indicate on the form if a potential conflict of interest exists based on the NJCSCR's Code of Ethics. The ethics liaison officer must explain his/her decision in the space provided and attach a separate sheet as needed, sign the questionnaire, and forward it to the Executive Commission on Ethical Standards.